



Examinations Development and Classification/Compensation Division (EDCC)

Job Analysis Completion Form

Section 1: To Be Completed by Qualified Job Analyst

Your Agency:

Division/Program name:

Your name:

Your job title:

PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Your Work Location (building/city)

Study Start Date:

Study End Date:

Proposed Class title(s):

PLEASE NOTE: Do not write the working title.

Number of Subject Matter Experts:

Please list the names and job titles of the Subject Matter Experts:

PLEASE NOTE: Do not write the SMEs' working titles. if you are not sure what the SMEs' job titles are, please request this information from your agency HRO.

End of Section 1. Please save your information and email a copy of this form to your Agency HRO or designated Agency HR representative.

Section 2: To Be Completed by Agency HRO

Submitter's name:

Submitter's job title:

PLEASE NOTE: Do not write your working title. if you are not sure what your job title is, you can find it under your Timesheet page in Edison.

Submitter's e-mail address:

Submitter's work phone:

Submitter's fax:

Please list the names and job titles of the qualified Job Analysts assigned to conducting the study:

PLEASE NOTE: Do not write the Job Analysts' working titles.

Please email a completed copy of this form and the following documentation to your designated Class/Comp point of contact. Documentation to be submitted includes:

- Current organizational chart *(if applicable)*
- Proposed organizational chart
- SME biographical information sheets
- Task statement summary rating forms
- KSAC summary rating forms
- Education and Experience forms *(if applicable)*
- Draft Class Specification

PLEASE NOTE: If you do not submit this documentation now, you will be asked to do so at a later date and this will lengthen the job analysis process.

End of Section 2. Thank you for completing this form. Once you have submitted all the requested information to your designated Class/Comp point of contact via email, please be sure to save a completed copy of this form and the accompanying documentation for your records.

